



# Massachusetts Department of Environmental Protection

## Reduce, Reuse, Repair Micro-grant

### *Grant Guidelines*

#### **Overview**

The Reduce, Reuse, Repair Micro-grant provides awards of up to \$5,000 to for-profit and non-profit organizations, regional authorities, and eligible municipalities for short-term waste reduction projects. Projects must focus on promoting source reduction, reuse, or repair in Massachusetts.

#### **Eligible Applicants:**

- An organization or business (for-profit or non-profit) properly licensed to do business in Massachusetts.
- A regional entity such a solid waste management district, solid waste/recycling cooperative or regional planning authority, as long as the entity is recognized as a governmental body under Mass General Laws.
- An individual Massachusetts city or town, or a MA municipality acting as a lead for a multi-town regional initiative.

#### **Grant Award Amount:**

- Funding up to \$5,000
- Grant funding will be distributed in one lump sum upon completion of the Project's final report. The option to receive 50% of the grant funds up front will be considered if significant need for project start-up funds is demonstrated in the grant application.

#### **Use of Grant Funds:**

##### *Eligible Expenses:*

Grant funds may be used for costs associated with developing and implementing the proposed project including research costs, materials, equipment, signage, outreach/education, event space rental fees, event marketing/promotion, professional services (e.g., legal, engineering, design) and new personnel (consultants, contractors, or staff that will dedicate additional hours to the proposed project).

##### *Ineligible Expenses:*

Grant funds may not be used for general operating expenses or costs associated with existing programs and services (e.g., rent, utilities, insurance, office equipment and supplies, personnel expenses, accounting, etc.). Any funds spent before execution of the grant agreement are not eligible for reimbursement.

**Evaluation Criteria:**

Eligible projects will promote the reduction of waste produced (source reduction) or will extend the lifespan of products through reuse and repair. Projects focused on recycling (using core material parts of a product as feedstock for new materials) and composting (separation of organics for composting) are not eligible for this grant.

Competitive applications will demonstrate innovation, community-wide impact, project sustainability after initial grant funding, and/or the potential to be replicated in other areas. Regional projects, projects that take place in [Environmental Justice Communities](#), and projects that demonstrate availability of matching funds (in-kind and/or monetary) will be viewed favorably in the evaluation process.

**Grant Timeline and Expectations:**

- Applications will be accepted, evaluated, and awarded on a rolling basis until all funds are obligated.
- Award decisions will be made in the order that applications are received. Most award decisions will be made at the end of the quarter in which they were submitted.
- Approved projects must be completed within one year of receiving the final grant agreement which outlines grant expectations and requirements.
- Awarded funds will be distributed in one lump sum upon completion of the final report.
- A final report summarizing the project, results, and lessons learned must be submitted within one month of project completion.

**Example Grant Project Ideas:**

- Establish a tool lending library or “library of things” to promote a local sharing economy.
- Develop a bike repair program that refurbishes used bikes for resale or donation.
- Purchase tools and equipment to start an ongoing repair/fix-it program that serves residents and small businesses.
- Pilot a reusable to-go container service program that partners with local take-out restaurants to offer green options for take-out or leftovers.
- Purchase reusable dishware and dishwasher for a school cafeteria or dine-in food service establishment to reduce single-use service ware.
- Launch a deconstruction and building materials reuse program.
- Set up a community makerspace.